

DCARC Defense Cost & Resource Center

EVM Central Repository

Reviewer Guide

8/21/2012





Reviewer Training

OSD CAPE/DCARC

- The following document provides step-by-step screenshots to illustrate the major actions performed by Reviewers in the EVM-CR system:
 - Obtaining an ECA Client Certificate
 - Requesting a DCARC Portal account
 - Assigning Reviewers/Submitters to your contract*
 - Creating Submission Events
 - Reviewing EVM Submissions
- * Lead Reviewers only



ECA Certificate

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- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>



Requesting an Account

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- Please choose the request access link as shown below
<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>

EVM-CR
Earned Value Central Repository

Home

DCARC Portal

[Portal Login](#)
Access to EVM-CR, Visual Display

[Request Portal Access](#)

[Registration Instructions](#)

EVM Central Repository

The EVM Central Repository (EVM-CR) is

- Centralized reporting, collection, and analysis of EVM data
- A reliable source of authoritative EVM data
- Houses Contract Performance Reporting Office (CPRO) data for ACAT 1C & 1D (MDAP)


- Please contact us a DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the Reviewer role added to your user profile.



Accessing the EVM Website

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- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository



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bottom with the appropriate
classification.

Username: EVM Reviewer **Roles:** EVM_Reviewer

[Home](#) [Contact Us](#)

Knowledge Portal Home

DCARC Applications

- [EVM](#) - Submit & Review of CPR, CFSR, & IMS

Account Actions

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [Request a new contract be added to the portal](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)



Reviewer Home: Submissions

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Username: EVM Reviewer Roles: EVM_Reviewer

[DCARC Home](#) | [Contact Us](#) | [EVM Home](#) | [Reviewer Home](#) | [Search Contracts](#) | [Reports & Metrics](#)

Submission Review Home

[Submissions](#) | [Contracts](#) | [Submission History](#)

Pending Submissions

Submissions Filtered By My Review Decisions:

Submission ID	Prime Contract Number	Sub Contract Number	Contract Task	Submission Event	Program Name	Report Date	Submitter Name	Submitted Date	Role
18705	XXXXXXXXXX-XXXX		PRIME CONTRACT	Jun 12 CPR	XXXXXXXXXX-XXXX	6/28/2012	John Smith	8/23/2012	Lead Reviewer

- When a submitter uploads a submission to your assigned contract, you will receive an email notification. (Sent to the email address you have supplied in your user profile.)
- Your role on the contract will be shown in the far right column.
- To review the submission, click the Review Submissions tab and then click on the Submission ID number to drill into the submission.

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Lead Reviewer Actions Menu

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Lead Reviewer Actions

Set Status to Submitting

Alert Managerial Oversight

Publish Submission

Reject Submission

Days To AutoPub: 10

- The Lead Reviewer Actions Menu provides options for the Lead Reviewers to take several actions on a submission.
- Set Status to Submitting - This option allows the Lead Reviewer to return the submission to the Submitting status. This will allow the Submitter to access it and add/remove files as needed and then resubmit.
- Alert Managerial Oversight - The Managerial Oversight Reviewer will not be notified of a submission ready for review unless the Lead Reviewer notifies them with this option.
- Publish Submission - This option publishes the submission. The submission will now be available for viewing by all approved Analysts.
- Reject Submission - This option rejects the contractor's submission. The submitter can then upload another submission to the same submission event. The rejected submission cannot be viewed by Analysts.
- Days To AutoPub - If a Lead Reviewer does not Publish or Reject a submission within 10 calendar days of submission it will be automatically published to the EVM-CR.



Submission Review: Files

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Click View Submission CPRs button on a CPR submission to view data extracts from the EDI/XML file. Example shown below.

View	File Name	File Type	File Level	First Period	Latest Period	Number of Periods	Final CPR	File ID
4*		CPR EDI/XML	Total	8/26/2011	8/26/2011	1		

File Name	File Type	File Level
2011-08 MPEC FRAMEWORK V1.4 (OPTION CLINS).xml	CPR EDI/XML	Total

Current Period Information

Report From: 7/30/2011 To: 8/26/2011

Report Information

Program Name	Phase	Contract Number	Contract Type
			CPAF/CPFF
Contractor	CPR Precision	CPR ID	Final CPR
			Yes

CPR Header Dollars in: Thousands

Quantity	Share Above	Share Below	Original RCC	RCC	CBB	TAB
Best Case EAC	Worst Case EAC	Most Likely EAC	Target Price	Estimated Price	Contract Ceiling	Estimated Ceiling

Variances

At Complete	Cumulative Schedule	Cumulative Cost	Total Schedule	Total Cost

CPR Dates

Contract Start	Contract Definition	Planned Completion	Contract Completion	Estimated Completion

Performance Measurement Baseline (PMB)

MR	BAC	EAC	BCWS	BCWP	ACWP	CPI	SPI

Over Target Baseline (OTB)

OTB Date	BAC Adjustment	SV Adjustment	CV Adjustment

* Calculated Fields

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Submission Detail

Program: [2011-08 MPEC FRAMEWORK V1.4 \(OPTION CLINS\)](#)
 Contract Number: [2011-08 MPEC FRAMEWORK V1.4 \(OPTION CLINS\)](#)
 Submission Event / ID: [2011-08 MPEC FRAMEWORK V1.4 \(OPTION CLINS\)](#)
 Contract Task: [2011-08 MPEC FRAMEWORK V1.4 \(OPTION CLINS\)](#)

Lead Reviewer Actions

- Set Status to Submitting
- Alert Managerial Oversight
- Publish Submission
- Reject Submission
- Days To AutoPub: 10

Contract Submission Files Reviewers

Submission Files

File Name	File Type	CPR Level	File Comment
2011-08 MPEC FRAMEWORK V1.4 (OPTION CLINS).xml	CPR EDI/XML	Total	

View Submission CPRs

Reviewer Files

There are no reviewer files uploaded for this submission.

Select a file to Upload

Caution: The total size of each file must be less than 200 mb.


Browse... File Comment: Upload

- Click on the files tab to view the files. Click on the file name to Open/Save the file.
- Lead Reviewers are the only individuals who can Publish the submission. To do so they should click the Publish Submission button as shown above.
- Reviewers can record their "vote" (to Approve, Conditionally Approve or Reject a submission) by going to the Reviewers tab and clicking the corresponding radio button.

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- To view contracts assigned to you, click the Reviewer Home tab at the top of the page.
- Next, click the Contracts tab as shown here. All contracts assigned to you will be displayed.
- If you are not assigned any contracts, please contact DCARC Support at DCARCSupport@Tecolote.com

Contract Detail: Contract Summary



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EVM Central Repository

EVM-CR - Central Repository of CPR, CFRS & IMS

Username: jhorner Roles: cPetWeb_Admin, cPetWeb_User, CSDRSR_Admin, CSDRSR_Reviewer, CSDRSR_Submitter, DACIMS35_Admin, DACIMS35_Analyst, EVM_Admin, EVM_Analyst, EVM_Reviewer, EVM_Submitter, Helpdesk_Admin, Portal_Admin, VisDisp_Admin, VisDisp_Analyst

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Contract Detail

Program	Phase	Reporting Institution	Year	Contract Type	Alt Reporting ID
Contract Number	Contract Name	Alt Contract Number	Start Date	End Date	Reporting Period To

Contract Summary

Reviewers & Submitters

Submission Events

Received Submissions

Contract Attachments

EDI Waiver

Contract Events

Contract Task

CPR

CPI

SPI

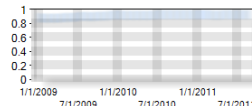
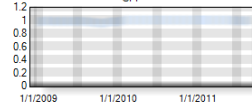
DAU Gold Card Metrics by Contract Task (Single Dollars):

DoD Tripwires	
CPI	0.00
SPI	0.00

Variances	Values
Cost Variance	-10000 / 100
Schedule Variance	-10000 / 100
Variance at Complete	-10000 / 100
CV %	-10.0%
SV %	-10.0%

Key Metrics	Values
BCWP	\$0.00 / \$0.00
BCWS	\$0.00 / \$0.00
ACWP	\$0.00 / \$0.00
BAC	\$0.00 / \$0.00
EAC (reported)	\$0.00 / \$0.00
EAC (cpi)	\$0.00 / \$0.00
EAC (composite)	\$0.00 / \$0.00

Metric Name	Values
% Schedule	0% / 0%
% Complete	0% / 0%
% Spent	0% / 0%
TCPI eac	0.00

[View CPR Data Report](#) for currently selected contract task.

Legend

Task	EDI Applied on	Jul '11	Aug '11	Sep '11	History File
CPR on Time	CPR compliance				
	CFRS				
	IMS				
	CPR compliance				
CPR on Time	CPR compliance				
	CFRS				
	IMS				

- The Contract Detail screen has several tabs associated with it. First, you are presented with the Contract Summary tab. This tab displays basic identifying information about this contract. It also shows the DAU Gold card Metrics as well as CPI & SPI and Program Status Report.
- There is also a link to View the CPR Data Report. The Reviewers & Submitters tab lists all Reviewers & Submitters assigned to the contract.



Contract Detail: Reviewers & Submitters

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Contract Detail

Program: [REDACTED] **Reporting Contractor:** Lockheed Martin Corporation **Contract Type:** CPIF **EDI Required?:** Yes

Service: ARMY **Contract Number:** [REDACTED] **Sub Contract Number:** [REDACTED] **Start Date:** [REDACTED] **End Date:** [REDACTED] **Reporting Stopped?:** No

[Contract Summary](#) |
 [Reviewers & Submitters](#) |
 [Submission Events](#) |
 [Received Submissions](#) |
 [Contract Attachments](#) |
 [EDI Waiver](#) |
 [Contract Events](#)

Contract Reviewers:

Reviewer Name	Organization	Role
[REDACTED]	[REDACTED]	Lead Reviewer
[REDACTED]	[REDACTED]	Lead Reviewer
[REDACTED]	[REDACTED]	Lead Reviewer

[Manage Contract Reviewers](#)

Contract Submitters:

Submitter Name	Organization
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[Manage Contract Submitters](#)

- The Reviewers & Submitters tab displays all users assigned to the contract.
- Lead Reviewers are responsible for maintaining this list of users. Click Manage Contract Reviewers or Manage Contract Submitters to Add/Remove users from the contract.

Contract Detail: Submission Events

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Contract Detail

Program: [\[Link\]](#) **Reporting Contractor:** Lockheed Martin Corporation **Contract Type:** CPIF **EDI Required?:** Yes
Service: ARMY **Contract Number:** [\[Link\]](#) **Sub Contract Number:** [\[Link\]](#) **Start Date:** [\[Link\]](#) **End Date:** [\[Link\]](#) **Reporting Stopped?:** No

[Contract Summary](#) [Reviewers & Submitters](#) [Submission Events](#) [Received Submissions](#) [Contract Attachments](#) [EDI Waiver](#) [Contract Events](#)

Submission Events

Contract Task: [\[Link\]](#) Expected Files: All Latest Submission Status: All

Event Name	Expected Files	Expected Report Date	Expected Submission Date	Actual Report Date	Actual Submission Date	Latest Submission	Latest Submission Status	Draft Submission
Sep 12 CPR	CPR	9/27/2012	10/31/2012				None	No
Sep 12 CFSR	CFSR	9/27/2012	10/31/2012				None	No
Aug 12 CPR	CPR	8/28/2012	9/30/2012				None	No
Jul 12 CPR	CPR	7/27/2012	8/31/2012				None	No
Jun 12 CPR	CPR	6/28/2012	7/31/2012	6/28/2012	8/23/2012	18705	Pending	No
Jun 12 CFSR	CFSR	6/28/2012	7/31/2012				None	No
May 12 CPR	CPR	5/28/2012	6/30/2012				None	No
Apr 12 CPR	CPR	4/27/2012	5/31/2012				None	No
Mar 12 CFSR	CFSR	3/28/2012	4/30/2012	3/25/2012	4/24/2012	18524	Published	No
Mar 12 CPR	CPR	3/28/2012	4/30/2012	3/25/2012	4/24/2012	18523	Published	No

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)

[Manage Submission Events](#)

- The submission events tab shows a listing of all defined Submission Events on this contract. The latest status of each is also displayed.
- To drill into the submission, click on the underlined Event Name.
- To manage submission events (add/change/delete) click the Manage Submission Events link.

Contract Detail: Rec'd Submissions

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EVM Central Repository

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Username: jhorner **Roles:** cPetWeb_Admin, cPetWeb_User, CSDRSR_Admin, CSDRSR_Reviewer, CSDRSR_Submitter, DACIMS35_Admin, DACIMS35_Analyst, EVM_Admin, EVM_Analyst, EVM_Reviewer, EVM_Submitter, Helpdesk_Admin, Portal_Admin, VisDisp_Admin, VisDisp_Analyst

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Contract Detail

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Received Submissions:

Status: [All](#) ▾

Submission ID	Submission Event	Contract Task	Submitter Name	Submitted Date	Report Date	Point of Contact	Status	Status Set By	Status Date	Resubmit	Comment
100000	IMS	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	10/2/2011	<input type="checkbox"/>	Comment
100000	CPR	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	10/5/2011	<input type="checkbox"/>	Comment
100000	CPR	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	8/30/2011	<input type="checkbox"/>	Comment
100000	IMS	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	8/30/2011	<input type="checkbox"/>	Comment
100000	IMS	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	7/22/2011	<input type="checkbox"/>	Comment
100000	CFRSR	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	7/22/2011	<input type="checkbox"/>	Comment
100000	CPR	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	7/22/2011	<input type="checkbox"/>	Comment
100000	IMS	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	7/4/2011	<input type="checkbox"/>	Comment
100000	CPR	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	6/24/2011	<input type="checkbox"/>	Comment
100000	IMS	TaskID	SubmitterName	10/12/2011	10/12/2011	PointOfContact	Published	EditorName	6/10/2011	<input type="checkbox"/>	Comment

1 2 3 4 5 6 7 8 9 10 ...

- The Received Submissions tab displays all submissions that have been submitted on this contract.
- To drill into a submission, click on the underlined Submission ID number. Remember, you will only be able to access submissions with a status of Published.



Reports & Metrics

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EVM Reports & Metrics

Welcome to the EVM Reports and Metrics, please select a report below to view it.

- [CPR Data Report](#)
- [EVM-CR DAES Assessment Report](#)
- [EVM-CR EVM Dashboard](#)
- [Packaged Submission Documents](#)
- [Program Status](#)

- There are a few different options available from the Reports & Metrics tab:
 - CPR Data Report– The CPR Data Report allows you to view contract CPR Data for all available periods in a grid form.
 - *EVM-CR DAES Assessment Report – This report displays a snap-shot view of EVM-CR DAES Assessments for all programs.
 - *EVM-CR Dashboard – The EVM Dashboard report summarizes the data in the EVM-CR using colorful pie charts and stacked bar charts.
 - Packaged Submission Documents – Analysts can request a bulk download of submissions and retrieve it here.
 - Program Status – This report provides status of EVM-CR submissions.
- * Selections are Analyst only.



Reports & Metrics: Program Status

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Program Status

Please choose the last time period for reporting (reports are given in a 4 month span).



















Month: Year:

Select by

☒ Service ☐ Program ☐ MilHandbook ☐ Contractor ☐ DAES Group ☐ ACAT

- Select a month from the drop down menu (year is pre-populated with the current year and can be updated to previous year if necessary).
- Your program will be preselected.
- * Note if you are an Analyst you will be able to see all programs.
- Select either Generate Report – to have your results displayed on this screen or Download Report to download your results to Excel.

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Legend:			Close
CPR, CFSR, IMS SUBMISSION	CPR COMPLIANCE	EDI APPLIED ON CDRL	
 Submitted on time	 Processes without errors	 Correctly applied	
 Submitted late	 Processes with minor errors	 Unclear	
 Submission in submitting status	 Multiple EDI files in 1 submission	 Not correctly applied	
 Rejected-not resubmitted	 Multiple EDI files in 1 period	 No data	
 No submission recieved	 No EDI file recieved		
 Not required/Event not defined	 Not required/Event not defined		
 No Data	 No data		

- Results will be displayed in a grid similar to that shown above for the specified time period.
- Legend displays color coding for various columns.